
SECTION: CERTIFICATION

SUBJECT: Specific Requirements for First Time Certification Only

ITEM: Replacement of WIC Identification Folder

Policy

A local agency shall issue a replacement WIC Identification Folder (WIF) to the participant or parent/caretaker of an infant or child participant when a participant reports their WIF has been lost, stolen or destroyed, upon verification of the participant's identity.

Authority

7 CFR 246.7 (l)(2)
7 CFR 246.12 (l) and (o)
WRO Policy Memo 803-AI

Description

The WIF is the WIC family's identification used at WIC appointments and at the grocery store when cashing WIC food instruments (FI's). It is designed to hold the food instruments generated by ISIS and contains the WIC ID number, participant's signature, and next appointment date and time.

Procedure

The local agency shall:

- A. issue a WIF to the first participant or parent/caretaker of an infant or child participant enrolled in the WIC program,
- B. record the ISIS generated family ID number on the WIF,
- C. record the name and individual ID number of each family member in the family's WIF; and
- D. have the participant sign the WIF in their presence.